COURSE TITLE: Hospital/Institutional

Preceptor:
Experiential Site:
Current semester/year:
Office:
Office Phone:
Email:
Course Prerequisites: Fourth Year Status
Required/Elective Required
Credit hours: 6

Description

The Hospital rotation should familiarize the student all aspects of hospital pharmacy. At the completion of the rotation, the student should have a basic understanding of what a hospital pharmacist does. This is a six (6) week (240 hours) required experience that is worth 6 credit hours. The student is required to complete a minimum of 40 contact hours per week, except in weeks where holidays, recognized by the facility, are scheduled. Depending on the practice site and preceptor, specific course hours and assignments may vary. The site specific assignments and grading requirements will be provided at the practice site.

Orientation

Preceptors Responsibilities:
1. Orientation to the rotation at the beginning of the APPE
   a. Required objectives, activities and expectations
   b. Starting and ending times
   c. Policies and procedures
   d. HIPAA compliance
   e. Introduction to appropriate health care professionals and staff
   f. Tour of the facility
2. Assign student to responsibilities consistent with the rotation objectives.
3. Provide supervision of the student’s activities and monitor achievement of required tasks to assess related student competencies
4. Have those qualities which foster a positive professional role model.
5. Possess appropriate communications skills and have the ability to facilitate learning.
6. Supervise all written and verbal recommendations made by the student.
7. Never assume a student’s competency, but determine it by reviewing their work profile, discussion and experience.
8. Provide the student with mid-point performance evaluation during 3rd week.
   a. Specific recommendations for improvement if needed.
   b. Any failing mid-point evaluation should be reported to the Experiential Director.
10. Communicate with Experiential Director regarding any significant irregularities in student behavior:
   a. Irregular attendance
   b. Unprofessional appearance
   c. Violation of facility policies
   d. Unprofessional behavior or inappropriate communications with health professionals, patients, customers or staff

**Student Responsibilities:**
1. Contact preceptors, 2 weeks in advance, to coordinate first day arrival plans
2. Maintain a high standard of professional behavior:
   a. Appropriate attire and appearance for the professional setting.
   b. Effective verbal and written communications.
   c. Compliance with all site policies and procedures.
   d. Consistent and punctual attendance.
   e. Use of cell phones or other electronic devices is prohibited except with the express permission of the preceptor.
3. Since the primary objective of the rotation is learning, the student needs to be proactive, not passive.
   a. This requires active participation and communication.
4. Maintain patient confidentiality in compliance with HIPAA regulations.
   a. All information concerning patients/customers and patient care is to remain confidential. Any documents or notes with patient-related information should be shredded at the end of the rotation.
5. Actively participate in the professional and technical functions of the site, relative to the rotation objectives.
6. Develop and revise professional and personal goals for each rotation according to the objectives of the particular clerkship.
   a. Professional and personal goals should be within the scope of the rotation.
7. Satisfy the rotation attendance requirements (240 hours) within the rotation time period.
8. Complete the rotation and preceptor evaluation forms.
9. The student’s rotation schedule is at the discretion of the preceptor.
   a. This may be nights, weekends, holidays, etc.
10. Must conduct themselves in a professional manner at all times.
    a. Unprofessional actions could cause removal from the rotation site and failure of the rotation.
11. Must inform preceptor in advance of any expected absence or tardiness

**Objectives**
- They will be evaluated on their initiative in preventing, identifying, and resolving pharmacy-related patient–specific problems.
- Students will collect and organize all patient-specific information needed to prevent, detect, and resolve medication-related problems and to make appropriate evidence-based, patient-centered medication therapy recommendations.
- Demonstrate the appropriate use and interpretation of data from an electronic or hard bound patient chart or medical records.
- Demonstrate the process of identifying and recording adverse drug events and medication errors.
- The student will be available for patient counseling.
The student will demonstrate proficiency in medication delivery. Students will be evaluated on their ability to communicate with other pharmacy, medical and nursing staff. They must be able to justify all recommendations or information by employing evidence-based literature and updated guidelines. Demonstrate an understanding of federal and state laws regarding drug distribution, storage, compounding and dispensing. Demonstrate proficiency in the handling of controlled substances and the laws that govern them. Understand the processing of medication orders starting with the physician and ending with the dispensing of the medication by the nurse. Demonstrate proficiency in medication preparation including stocking, drug distribution, unit-dose, repackaging, making intravenous solutions and chemotherapy. Understand the resolution of medication problems including tracking down lost medications, handling of missed medications and demonstrate proficiency in defusing potential problems. Understand the compounding, formulation and monitoring of hyperalimentation. Demonstrate a basic understanding of pharmacokinetics in dosing and monitoring various drugs. Participate in or observe pharmacy related clinical activities such as attending codes, rapid response, nutrition support, antibiotic pharmacokinetics, working rounds, P&T Committee meeting and Infectious Control.

One approach to teaching the P-4 student is to prepare them as you would if you had 6 weeks to prepare a new employee.

Course Outline (The P-4 student should be exposed to the following areas):
- Federal and state laws regarding drug distribution, storage, compounding and dispensing including narcotics, hazardous materials and needle disposal.
- Drug procurement and inventory control.
- Drug distribution including unit dose packaging, order entry, cart filling, reconciliation first dose and stat doses.
- Handling of drugs that are not available. Investigational drugs. Automatic substitutions.
- Discharge medications.
- Hyperalimentation including compounding, formulation and adverse events.
- Pharmacokinetic and pharmacodynamics monitoring of drugs such as antibiotics, anti-virals, digoxin, anticonvulsants, theophylline, anticoagulants and anti-arrhythmics.
- Exposure to various pharmacy committee meetings.
- Handling of lost medication and other pharmacy problems.
- Interdepartmental communications and activities including staff meetings.
- Pharmacy calculations including milliequivalents, millimoles, osmolality, ratio and proportions, drug administration rates.
- Drug Information
- Understand how to read a medical chart

Mid-Point Performance Evaluation:
Preceptors must provide the student with a mid-point performance evaluation during the 3rd week of the six week rotation. Preceptors will provide specific recommendations for areas of improvement if necessary. Preceptors should report any student failing the mid-point evaluation to the Director of Experiential Education.
Absence Policy:
Mandatory attendance is required for all Advanced Pharmacy Practice Experiences (APPEs). Each APPE consists of six weeks and each week consists of 40 hours at the designated experience for a total of 240 hours. Students are required to be at the practice facility in accordance with the schedule for each particular site, including nights and weekends.
Absences may be excused in the event of unforeseen emergencies, unusual circumstances, illnesses, or severe weather. Any foreseeable absences must be pre-approved by the principal preceptor. All absences are expected to be made up as directed by the preceptor.
Continual unexcused absences or tardiness are grounds for failure of the rotation.
The only designated holiday during the year is during the Christmas break.

Confidentiality:
Pharmacy students must be in compliance with the Health Information Portability and Accountability Act (HIPAA). The Office for Civil Rights enforces the HIPPA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPPA Security Rule, which sets national standards for the security of electronic protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety (US Department of Health & Human Services, HSS.gov).
All patient information, names, medical records, social security numbers, date of birth, and other identifiers will not be used, removed, or discussed for any reason outside the facility. Any breach of HIPPA will be grounds for removal from the facility and failure of the rotation. See Student Handbook under HIPPA.
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Academic Dishonesty/Professionalism:
Academic dishonesty is unacceptable and will not be tolerated. Academic dishonesty includes, but is not limited to, cheating and plagiarism. Cheating is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in exams or other academic work. Specific examples of both cheating and plagiarism may be found in the ISU Student Handbook.
Dishonest acts undermine the College of Pharmacy’s educational mission and the students’ personal and intellectual growth. Pharmacy students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals.
Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise the academic process will be sanctioned. Students who are aware of cheating should report this activity immediately to the instructor or exam proctor. Academic sanctions are at the discretion of the instructor(s) and may range from an F on the assignment to an F with notation in the course. Reports of suspected academic dishonesty or unprofessional behavior should be sent to the Office of the Associate Dean or to any member of the College of Pharmacy’s Student Conduct Board.

Drug and Alcohol Abuse:
Pharmacy students that display behaviors outlined in the College of Pharmacy Student Handbook may be referred for a chemical dependency evaluation. Students who display any of these behaviors may be required to submit to an alcohol breathalyzer test sensitive to 0.02%. Positive results obtained in a classroom, IPPE or APPE setting will require the student to submit immediately to a blood alcohol concentration determination and urine drug screen arranged on-site through Certified Background. The
student bears all costs associated with drug testing. The results must be brought to the Office of the Associate Dean immediately upon receipt.

**Students with disabilities:**
The Americans with Disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection for individuals from discrimination on the basis of disability. Idaho State University, in the spirit and letter of the law, will make every effort to make reasonable accommodations, according to section 504 of the Rehabilitation Act of 1973 and the ADA. Students with disability related needs should contact the Director of the Center for Students with Disabilities, Campus Stop 8121, (208) 282-3599. TTY 1-800-377-3529.

Disabled students must obtain a letter from the Center for Students with Disabilities that outlines the specific accommodations required. It is the student’s responsibility to provide a copy of this letter to the Office of the Associate Dean and to each instructor/module coordinator by the end of the first week of each course or module in order for accommodations to be scheduled. Disabled students must obtain a letter from the Center for Students with Disabilities that outlines the specific accommodations required. It is the student’s responsibility to provide a copy of this letter to the Office of the Associate Dean and to each instructor/module coordinator by the end of the first week of each course or module in order for accommodations to be scheduled. Accommodations are provided on a case by case basis and are dependent on an analysis of the task to be performed and the nature of the requested accommodation. In the instance of examinations designed to measure real life skill sets, extra time may not be granted.

**Compensation Prohibited:**
Pharmacy students, while participating in any experiential activities to satisfy required hours stated in the College curriculum, shall not, under any circumstances, receive financial remuneration or compensation for hours obtained from experiential sites. Any hours in which the student is paid will not count toward fulfillment of the experiential experience.

**Assessment:**
The College has an ongoing assessment program. A requirement for accreditation, the program is designed to assure curricular effectiveness. The assessment program at the College of Pharmacy employs a variety of measures from students, faculty, and preceptors. Throughout the curriculum, students participate in assessments that are embedded as required components of courses and practice experiences. Participation in these assessment activities is required. Assessment is a required component of all pharmacy courses.

**Grounds for APPE Failure:**
Students will be dismissed from the APPE for any of the following:

1. Poor performance in clinic
2. Unprofessionalism
3. Inappropriate behavior
4. Failure to complete all written and oral assignments satisfactorily
5. Violation of patient confidentiality
6. Informing a patient to change or discontinue a drug without consulting provider
7. Providing inappropriate information to patients, providers, or other staff (including guessing or agreeing with irrational pharmacotherapy)
8. Lack of active participation
9. Academic/professional dishonesty
10. Plagiarism
11. Lack of attendance
12. Consumption of alcohol or other substances of abuse
13. Any failure to comply with HIPPA
## Competencies

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<thead>
<tr>
<th>Skills and Abilities</th>
<th>I. Ensure appropriate Pharmacotherapy and Health Outcomes</th>
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<tbody>
<tr>
<td>Efficiently collects relevant information from a medical record</td>
<td>Performs a drug regimen review and identifies patients at risk for adverse drug reactions</td>
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<td>Able to access and appropriately apply the medical literature to patient-specific drug information requests</td>
<td>Accurately and efficiently identifies all drug-related issues</td>
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<td>Applies pharmacokinetic/pharmacodynamic principles and patient data to determine the most appropriate dosing regimen</td>
<td>Articulates and justifies patient-specific recommendations</td>
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<th>Skills and Abilities</th>
<th>II. Dispense Medications and Devices</th>
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<tr>
<td>Processes phone and written prescription orders accurately, including computer data entry and label preparation</td>
<td>Grasps the concept of medication order cycle and unit dose packaging</td>
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<tr>
<td>Selects and dispenses prescription medications and devices safely, accurately, efficiently, and in accordance with all federal and state requirements</td>
<td>Accurately calculates the quantity of medication to be compounded or dispensed, including rate of parenteral drug administration</td>
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<tr>
<td>Understands the principles of laminar flow hood operation and prepares sterile dosage forms using proper aseptic technique</td>
<td>Follows all state and federal regulatory policies, procedures and requirements related to controlled substances</td>
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<th>Skills and Abilities</th>
<th>III. Manage Health Systems</th>
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<td>Is familiar with basic medication distribution, inventory control and medication error/safety management systems</td>
<td>Reviews the organization’s policy and procedure manual</td>
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<td>Understands the development and maintenance of a formulary system and quality assurance program</td>
<td>Appreciates legal/regulatory, safety and accreditation requirements</td>
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<td>Understands personnel management principles including job descriptions, staffing plans and processes used to recruit and retain employees.</td>
<td>Identifies, manages and reports medication errors and adverse drug reactions</td>
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<td>Applies clinical guidelines and pharmacoeconomic research to optimize patient-centered care</td>
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<th>Skills and Abilities</th>
<th>IV. Health Promotion and Disease Prevention</th>
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<td>Identifies and provides effective health promotion and disease prevention services</td>
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<td>Identifies the role and responsibility of pharmacists in emergency preparedness and response</td>
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<th>V. Display Professionalism</th>
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<td>Communicates and interacts in a professional and culturally sensitive manner</td>
<td>Demonstrates professional behavior including, but not limited to, punctuality, reliability, meeting deadlines, dressing appropriately, and assuming responsibility</td>
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<tr>
<td>Maintains high standards with regard to moral, ethical and legal conduct. Maintains HIPAA confidentiality</td>
<td>Demonstrates a commitment to professional growth and life-long learning, including the ability to self-assess, accept and utilize feedback, and learn independently</td>
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